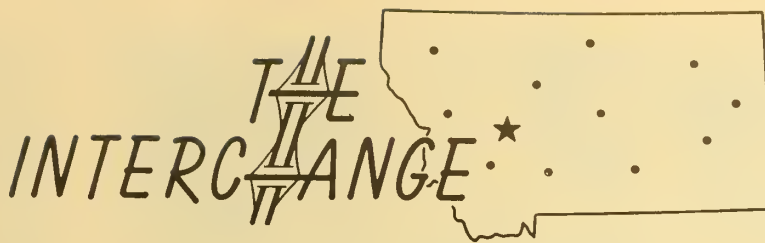


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DEPARTMENT OF HIGHWAYS EMPLOYEE'S NEWSLETTER

DIRECTOR'S MESSAGE

Starting next month the Department of Highways will be implementing a new procedure that I believe is of interest to Department employees.

Called the Management Assistance Review, the procedure involves reviewing District operations to gather two types of information; first, the General Management Review evaluates each District's management practices in organizing, planning, communicating, directing, coordinating, and evaluating program objectives; second, the Functional Review concentrates on the District's compliance with Department of Highways' policies in the areas of engineering, personnel & civil rights, centralized services, and maintenance & equipment.

These reviews will be conducted in all five Districts during Fiscal Years 1984 & 1985. After the initial review each District will be reviewed every two years.

The reviews will be conducted by a team of staff persons from each of the pertinent program areas. The team leader will be appointed on a rotating basis. This year the team leader will be Don Anderson, Helena Preconstruction. Team members are Gene

Hoffman, Audit Unit; Don Harriott and Homer Wheeler, Engineering; Don Gruel, Art Braut, and Bruce Barrett, Maintenance & Equipment; Bill Salisbury and Denis Burke, Centralized Services; and Russ McDonald, Personnel.

Review teams will have the authority to gather any information needed from operating and management personnel, but they will not have the authority to order changes in procedures or operations being reviewed.

District Engineers will be notified 30 days in advance of a review. An opening conference, held with the District staff when the review team reaches the office, will outline objectives and procedures.

When the review team has completed its information collecting, a closeout discussion will be held with each District Engineer and his staff. All findings, major or minor, will be presented in writing. A full report will be written and submitted to the Director's office by the review team within ten days of the closeout discussion in each district.

The objective of the program is to determine what the problems in the Districts are that need to be solved to make the Department operate more effectively in building and maintaining Montana's highway system. Everyone's cooperation during the review will help significantly in reaching that goal.

CIVIL RIGHTS

The Civil Rights Unit has been active recently because of the end of the federal fiscal year, September 30, and because of several significant changes in the Surface Transportation Assistance Act of 1982.

The most noticeable change was the renaming of the Minority Business Enterprise Program (MBE) to the Disadvantaged Business Enterprise Program (DBE).

Other items Civil Rights has been dealing with are the DBE/WBE participation goal requests on federally funded projects. The DBE goal request, which is applied for each year, was adjusted from 10% down to 6% to coincide more with Montana's minority population—approximately 6%. This goal has been given conditional approval by the Federal Highway Administration (FHWA), depending on the Womens Business Enterprise goal of 1.5% being submitted and approved by the FHWA. The 1.5% WBE goal was set to correspond with the past WBE participation rate.



NEWSLETTER READER SURVEY

In order for us to continue to send you this newsletter, we must know if it has value to you. If you wish to receive future copies, please complete the following questionnaire and return this card.

1. How do you find the articles?
☐ Too Technical ☐ About Right
☐ Too General ☐ _____
2. How many times should the newsletter be published each year?
☐ Monthly ☐ Semi-Annually
☐ Bi-Monthly ☐ _____
☐ Quarterly
3. Do you wish to receive future issues of the newsletter?
☐ Yes ☐ No
4. Are there any special subjects you would like to see presented? If so, briefly explain below.

OTHER COMMENTS:



AT A STREET OPENING CEREMONY IN STEVENSVILLE, Governor Ted Schwinden and Director Gary Wicks presented Red Cross certificates of merit to Eldon Wildey (in hat) and Harvey Frederick of Missoula maintenance. Wildey and Frederick saved the life of a fellow worker injured in a mowing accident at Lost Trail Pass last year.

BUDGET SECTION STAFFED

The new Budget Section in the Accounting Bureau now has a full staff of personnel. Steve Puhek is Budget Supervisor, Kathy Willis and Ray Daigen are Budget Analysts, and Marcia Ala is Cash Forecasting Accountant. The new section will be able to perform a more thorough analysis of revenues and expenditures and assist management in presenting a better budget package to the executive and legislative branches of our state government.

Legislators and their constituents are requiring better budget presentations from state agencies. More detail, clarity, better justification, and an emphasis on long-range planning will be mandatory in future budget requests. The Budget Section will be instrumental in adding credibility to the Department's presentations.

Cash forecasting, a relatively new tool in the Department of Highways, has become necessary because earmarked revenues have not been able to match expenditure requirements. In past years the highway earmarked funds were sufficient to match available federal funds, but this is no longer the case and reliance on other funding sources has become necessary. These sources include the Coal Tax fund, the Reconstruction Trust fund, and two recent bond issues. The Budget Section is responsible for accounting transactions in these areas, and also for analyzing new federal participation programs.

GOOD-BYE MA BELL HELLO CENTEL

The Helena offices of the Department of Highways recently switched over to the new state-owned telephone system. The new system, sold and installed by the Centel Company, replaces the old Mountain Bell system. In the next 10 years the state is expected to save \$10 to \$13 million since the equipment is now owned by the state and not leased. Mountain Bell, however, still owns the network of long distance lines through which calls are transmitted.

Eventually all state government offices in Helena will be on the new telephone system. As of this writing, the Department of Natural Resources and Conservation, the Department of Highways, and the University system in Missoula, Bozeman, and Billings have acquired the new telephones.

The benefits of the new system are basically cheaper and quicker calls, with fewer waits. New features on each phone set allow call forwarding, speed calling, and conference calling.

The Department of Highways' new numbers in Helena now begin with 444 instead of 449, and all but a few extension numbers have been changed as well. A new directory is being prepared and should be released soon.

HEADQUARTERS OFFICES RELOCATE

Visitors to the Department of Highways building in Helena will find a number of offices are in the process of changing location within the building.

Recent renovation of the state Capitol created a need for moving state personnel into other buildings of state government. At the request of the legislature the Department of Highways analyzed its space and found it could accommodate the Public Service Commission (PSC). It was felt the PSC's moving into the building would benefit the Highway Department since there is a close operational tie between the Department's Gross Weight Vehicle Division (G.V.W.) and the PSC.

MDOH Administrators and Bureau Chiefs cooperated in developing a plan to relocate the G.V.W. Division, the Personnel Division, the Equipment Bureau, and the Communications Bureau from their area in Building D to other areas of the highway complex. This brought about the following moves:

G.V.W. to Construction Bureau area—1st floor

Construction Bureau to Engineering Administrator's area—2nd floor

Engineering Administrator's office to Project Management Unit area—2nd floor

Project Management Unit to area between Contract Plans Section and Bridge Bureau—3rd floor

Personnel Division to the Safety and Training area—2nd floor

Legal Division Administrator to new office in Legal area—2nd floor

Equipment Bureau to area directly across the hall from the Maintenance Division—1st floor

Communications Bureau to a portion of Mail and File Unit's area—basement

Director's office area has been realigned—Information Unit receptionist is nearer Director's Office; Executive Assistant to Director and Information Unit Manager to area occupied by previous Commission secretary.

The moves also reflect some recent organizational changes. The Safety and Training Bureau which was a part of Centralized Services Division is now consolidated in one area with its new Division—Personnel.

The Public Service Commission will move its approximately 45 employees into Building D during the last part of December. The PSC will also remodel into office space about one-half of the basement of Building D. Supplies stored in that area of the basement will be relocated to the Materials Bureau storage area in Building C.

NEW INSURANCE POLICY

The state Insurance Advisory Council has selected Mutual of Omaha as the new insurance underwriter for medical and dental plans. Mutual of Omaha will now be paying claims based on coverage policies of the State Group Insurance Plan. Northwestern National Life will continue as the underwriter on life insurance claims.

Insurance information packets containing an I.D. card, medical and dental claim forms, insurance booklet, and claims procedures have been distributed to all active employees and retirees enrolled in the Group Insurance Plan. If a packet was not received, contact the Payroll Section, Accounting Bureau, 444-6035 or 444-6034.

Additional medical and dental claim forms are available from the payroll personnel in all Department offices. Extra I.D. cards for dependents will be available within the next few weeks. Active employees should contact their area payroll personnel for procedures in obtaining extra cards. Retirees may contact Audrey Bridges, Payroll Section, Accounting Bureau, 444-6034.

There are no changes on deductibles or coverage with the new underwriter. However, deductibles will start new as of September 1, 1983. The three month deductible "carry-over" policy will not apply this year, due to the change in insurance companies.

Subscribers (employees or retirees) should send a copy of all covered services they have paid toward their deductible since September 1 to Mutual of Omaha. The company will keep a record and when deductibles are satisfied, claims thereafter will be processed for payment.

Employees or retirees who are required to self-pay their premiums must have their payments in to the Payroll Section, Accounting Bureau, no later than the 1st of the month for that month's coverage. This is a new policy of the Department of Administration. Late payments will result in coverage cancellation, and the subscriber will have to reapply with medical and dental approval, and the pre-existing condition clause will be applied.

Subscribers wishing to make any changes in medical, dental, or life coverages, are required to contact their area payroll personnel for information and procedures.

SPORTS SHORTS

The State Employees Softball Tournament or "Bureaucrat Bowl" was held at the Batch Memorial Softball Complex September 10-11. Highway Department participants split into 3 teams and competed against 27 other state agency teams. Team #1 was beat out in 2 games. Teams #2 and #3 both lost their first

games and had to play each other. Team #2 won that game and went on to win the overall consolation.

The Eighth Annual Government Employees Golf Tournament, held October 1-2 at the Bill Roberts Golf Club, was won by our own Highway employee Duyen "Ace" Hoang. 73 active and retired government employees and their spouses participated in the 36-hole tournament. Hoang, who was the assistant tournament director, won his first tournament title by defeating defending champion Dan Sidor by one shot, scoring 154 for the two days. Other Highway employees who placed first in their flight were Art Braut, Les Sodja, Ken Skoog, Ernie Estrin, Bill Strizich, and Thelma Willems.

SAFETY AND TRAINING CHANGES

The Safety and Training Bureau has joined the staff of the Personnel Division which is now located on second floor in the former Safety and Training area. Jack Holstrom of the Legal Division has recently become part of the Personnel Division staff to handle legal matters. Mary Larson has assumed the administrative office duties for the Division. The Training Bureau has two new training officers, Marjorie Blewett and Kathy Wenzek. Marjorie will be teaching leadership training and establishing administrative courses. Kathy was selected as the Engineering Training Officer and her immediate assignment is to develop training programs for the Construction Bureau.

RETIREMENTS

Employees who have recently retired with over 30 years of service with the Department include: Marshall Beatty, 36 years, 6 months; Edward Strainer, 36 years, 5 months; Charles Buck, 36 years, 3 months; and Percy Gates, 31 years, 3 months. Recent retirees with 25-30 years of service include: Walter Ringer, 29 years, 9 months; Roddo Bakich, 29 years, 2 months; Albert Piedalue, 29 years, 1 month; Fredrick Stratton, 28 years, 2 months; Walter Nelson, 27 years, 8 months; Clifford Neiffer, 26 years, 3 months; and Jack Parcel, 25 years. Other employees who have recently retired are Edward Morello, 24 years, 6 months; Joseph Monroe, 23 years, 5 months; Elmer Grosser, 19 years, 6 months; Betty Cottingham, 15 years, 9 months; and Wayne Speelman, 15 years, 4 months.

All In One Day

Your heart beats 103,689 times . . . your blood travels 168,000 miles . . . you breathe 23,040 times . . . you drink 2.9 pounds of liquid . . . you eat 3½ pounds of food . . . you lose 5.8 pounds of waste . . . you perspire 1.43 pints . . . you generate 45 foot tons of energy . . . your hair grows .01714 inches . . . you exercise 7,000,000 brain cells . . . No wonder you feel tired at the end of a day.



MRS. MARY NICHOLLS, Great Falls, waits to play piano at the new Ulm Bridge opening. Mrs. Nicholls was the guest of honor because she also played at the opening of the original Ulm Bridge, seen in background, in 1914. Mrs. Nicholls is 96.



FOAMIX—VALUE ENGINEERING

Montana's Department of Highways is meeting the challenge to build more for the taxpayer's dollar by using innovative, cost-effective techniques.

PROBLEM

A 23-mile gap on Montana's Interstate 90 between the town of Lodge Grass and the Wyoming state line is scheduled for construction in 1984. The project is located in a geographical area where normal paving gravel does not exist in suitable quantities. Standard asphalt paving with gravel would be very expensive due to long truck hauls from the nearest source, Hardin, 35 miles away. Some hauls could be as long as 58 miles.

SOLUTION

A value engineering team from the Montana Department of Highways and the Montana Division of the Federal Highway Administration investigated the alternatives. The recommendation; construct a thick pavement base from the silty-sand soils which occur throughout the 23 mile length of the project. This requires a foamed asphalt binder and special design, mixing, and placement procedures. The patented process is called "FOAMIX".

APPLICATION

Foamix's experimental field performance in the U.S. and other countries had generally been very positive. Foamed asphalt has the ability to bind certain silty-sand soils into durable, low-cost pavement mats. Properly applied, these pavement bases will support heavy traffic over an extended period of years. The typical section on Montana's I-90 project will consist of a two-foot thick sand sub-base on which is placed nine inches of sand and four inches of plant mix surfacing.

BENEFIT

Potential savings using Foamix are estimated at several hundred thousand dollars per mile. The savings come from several areas; reduced hauling costs, reduced crushing and screening operations, and reduced fuel costs because the base material does not require heating as with normal asphalt production. Overall, on the I-90 project, an estimated savings of \$8,000,000 is expected.

WHITEHALL COMPACTION PROJECT

The Geology Section recently finished an experimental project to correct a collapsing soil problem on a portion of Interstate 90 east of Butte, near Whitehall. The collapsing soil is causing a "roller coaster" effect on the



THIS PHOTO OF THE OLD YORK BRIDGE, near Helena, recently won 2nd place for the Photo Unit in a nation-wide contest sponsored by the American Association of State Highway and Transportation Officials (AASHTO).

pavement, resulting in a wide distribution of used auto and truck parts on the Interstate.

A process known as deep dynamic compaction, originally developed by a French engineer, Louis Menard, was used for the experimental work. The process consists of dropping a heavy weight from a significant height, utilizing a crane; usually 15 tons or more from 50 to 80 feet. The weight drop rearranges the soil grain structure into a denser state, resulting in increased soil strength and decreased compressibility.

The Menard method has been used twice before in the United States on roadway projects; in New Mexico and Arkansas. Convincing Montana crane contractors to perform the work was difficult because "free spooling" a large weight requires modification to the crane. Eventually a Butte contractor performed the work by constructing a tower with a remote control latch which allowed the weight to be lifted by the crane and then to free-fall.

Test results were encouraging because of the cost effectiveness of the method. It is envisioned that collapsing or unstable soil problems on a number of Montana roads may be solved by dynamic compaction.

The Department of State Lands has also become interested in the Menard method for collapsing old shallow coal mine tunnels and compacting mine spoil piles. Dynamic compaction will probably gain more widespread use in the United States, particularly in the western states where large deposits of collapsing soil exist.

HIGHWAY NUMBERING IS LOGICAL

The numbers on highway signs are more than just a quick, short way to name a highway. There is a logical system behind all those digits.

Interstates—**EVEN NUMBERS RUN EAST AND WEST** with the **lowest** numbered routes starting in the **south** and increasing as they go northward. For instance I-10, an even number, runs across the southern U.S. from California to Florida. On the other hand, I-90 extends from Seattle through part of Montana and on to Boston. It is even, but has a high number, indicating it is in the north near the Canadian Border.

Interstates—**ODD NUMBERS RUN NORTH AND SOUTH**. This time the **lowest** numbers are in the **west**, highest in the east. Example; I-5 runs up the Pacific coast from California to Washington state. I-95, a high number, runs up the Atlantic coast from Florida to Maine.



800 copies of this newsletter were produced at a cost of \$.15 each.

Les Benedict, Information Officer,
Editor.